

## Rules & Policies:

- You must be at least 21 years of age to rent City of Duluth Parks and Recreation property.
- Renter agrees to abide by all Federal, State, and local laws and ordinances while on Park property.
- Facilities may be rented Monday through Thursday from 8am to 10pm., Friday & Saturday from 8am to 11pm, or Sunday from 1pm to 6pm. Please allow appropriate time for setup before event and clean up after the event.
- All public access areas, entrances, exits, corridors, doorways, and/or other exits shall not be impeded or obstructed by the renter or renter's guests. Any and all unsafe conditions or activities will be terminated immediately. The City of Duluth reserves the right to remove any objectionable, disorderly, or disruptive persons from the facility.
- Rentals include the use of the indicated room for the time indicated on the contract and not the surrounding areas and playgrounds. Exceeding the estimated attendance as indicated is a violation of this contract.
- City Ordinances prohibit alcoholic beverages anywhere on park property except for permit use at Rogers Bridge Park and W.P. Jones Lodge. State, local, and county laws regarding alcohol will prevail.
- All tobacco use is prohibited in all City of Duluth indoor facilities and all Park property.
- Open fires are not allowed on Park property, except for use in the Park grills at Rodgers Bridge Park & W.P Jones Park.
- Glitter, confetti, candles, and fireworks (including sparklers) are not permitted on Park property. No balloons are permitted at W.P. Jones Lodge.
- No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.
- No decorations are to be hung from the ceiling.
- Indoor sound will not exceed normal music levels for indoor facilities and is subject to city ordinances regarding noise regulation.
- Each facility has required limitations and building capacities, which will determine use.
- Vehicles must park in designated parking spaces in the parking lots only. Vehicles are not permitted in unauthorized areas.
- The City of Duluth reserves the right to refuse any proposed use of any City facility that may be detrimental to the health, welfare, or safety of the inhabitants of the City of Duluth or the public at large, or in the interest of preservation of Park property.
- No teen/graduation parties are permitted
- Rental contract must be signed no less than seven (7) calendar days prior to the date of the event. If an event is scheduled seven (7) calendar days prior to the event, then the deposit and fees must be paid in cash or by credit card; personal checks will not be accepted seven days prior to an event. **No event will be scheduled until all fees are collected.** All personal checks must be satisfied before any of the deposit is refunded.
- Deposits will be refunded after the facility has been inspected by the Parks and Recreation Department, within 10 business days of the event. If additional fees are owed, they will be deducted from the deposit, and shall be billed to the renter should the fees surpass the initial deposit.
- City business has priority and may occur with little advance notice and will displace renter. The renter understands this and agrees to be prepared to make other arrangements should City business priority events occur. If renter is displaced due to City business, the renter will be refunded 100% of all fees.
- The renter agrees to be present or "contact person at event" to be present for the entirety of the function, or the deposit will be forfeited.
- The renter and City of Duluth recognize and agree that the City of Duluth is not responsible for any injury or any loss to any persons or any property that may occur while the renter is utilizing or present on any City property. The renter shall undertake any and all necessary precautions to ensure the safety of all persons present at any event or activity scheduled to take place on City property.
- Alcohol may be served to persons 21 years of age or older under the terms and conditions consistent with the applicable laws of the State of Georgia as long as the rental applicant abides by the following rules: 1) No alcoholic beverages may be consumed anywhere else in the building or outside 2) If alcohol is being served, a City of Duluth police officer must be present from the time guests begin arriving to the end of the event. 3) The rental applicant will take responsibility for and hold the City of Duluth harmless from all liabilities arising from the serving and consumption of alcoholic beverages

